



CITY OF FALLS CHURCH

RECRUITMENT ANNOUNCEMENT

ADMINISTRATIVE ASSISTANT – PART-TIME HOUSING AND HUMAN SERVICES

The City of Falls Church is seeking an individual to fill a part-time (25 hours per week) Administrative Assistant position. Individual selected will participate in providing administrative support services to the Housing and Human Services Division.

REQUIREMENTS:

- Experience in MS Office Suite programs – MS Word (Advanced), Excel and Outlook
- Excellent organization, clerical and computer skills
- Must have excellent customer service skills and experience working in a fast paced, customer service-oriented environment and work with difficult customers
- Proven success in dealing with the public, using tact, diplomacy and good judgment
- Exhibit appropriate office behavior and etiquette

TYPICAL TASKS:

- Provide visitors, citizens, businesses, telephone callers and employees with requested information or refer them to appropriate persons and offices
- Operate and maintain copy machine, fax machine and other office equipment
- Type letters, reports, and memoranda independently or from instructions ensuring conformance with policies, specialized formats, and forms
- Perform related tasks as required

QUALIFICATIONS: Graduation from high school plus experience in customer service, administration, or related fields; excellent verbal and written communication skills; proven experience in handling diverse clientele (including public officials and citizens) with tact and diplomacy; superior interpersonal skills; and knowledge and skills with MS Office Suite programs. Bi-lingual abilities in Spanish preferred.

SALARY & BENEFITS: \$19,769 +, Depending on qualifications. Prorated benefits, including health, life and dental insurance, pension, tuition assistance, College Savings Plan, Deferred Compensation, City pension plan, Flexible Benefits Plan, 11.5 annual holidays, vacation and sick leave, free parking and more.

TO APPLY: Send resume to City of Falls Church, HR Div, 300 Park Ave, Falls Church, VA 22046 or hr@fallschurchva.gov.

REASONABLE ACCOMMODATION: During the selection process, applicants with disabilities may request reasonable accommodation. Reasonable accommodation will be granted if mutually agreeable between the Human Resources Division and hiring authority. Requests should be directed to the Human Resources Division. The City of Falls Church does not discriminate in employment or the provision of services on the basis of race, color, national origin, gender, religion, age or disability.

All City facilities are smoke free

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Harry E. Wells Building • 300 Park Avenue • Falls Church, Virginia 22046 • 703-248-5001

www.fallschurchva.gov